Course Outline for: BUSN 1220 Business Problem Solving Analyzing-Excel

A. **Course Description:**
1. Number of credits: 3
2. Lecture hours per week: 3
3. Prerequisites: CIM 1201 (C or better) or BUSN 1201 (C or better)
4. Corequisites: None
5. MnTC Goals: None

A comprehensive course emphasizing the creation of Excel spreadsheets. Students gain an in-depth understanding of how Excel is used to guide business decisions, as well as build skills in analyzing and summarizing data. At the completion of this course students will take the Microsoft Office Specialist (MOS): Excel Exam.

B. **Date last reviewed/updated:** March 2024

C. **Outline of Major Content Areas:**
1. Format a workbook
2. Create formulas and functions
3. Analyze and chart data
4. Summarize data with tables, pivot tables, and pivot charts
5. Manage multiple worksheets and workbooks
6. Use advanced functions and conditional formatting
7. Analyze data with business intelligence tools (BI)
8. Explore financial tools and functions
9. Connect to external data
10. Explore pivot tables

D. **Course Learning Outcomes:**
Upon successful completion of the course, the student will be able to:
1. Develop critical thinking skills by defining business problems, identifying solutions, designing and implementing solutions.
2. Design and create a spreadsheet to provide a tool to produce information necessary to make good business decisions.
3. Explore the decision-making skills needed in all areas of business.
4. Analyze and evaluate results of calculations to determine if results are reliable and valid.
5. Identify resources including Excel Help to gain knowledge of features and functions.
6. Prepare and take industry standard certification in Excel.

E. **Methods for Assessing Student Learning:**
Methods of assessment may include, but not limited to, the following:

1. Evaluations based on spreadsheets created with Excel. Spreadsheets can be assigned as homework and as exams. The exams would be intended to measure the student's ability to create spreadsheets independently.
2. Homework assignments
3. Computer-based skills assessments

F.   Special Information:
None